

# CLUB ADMINISTRATOR



## WEBPOINT USER MANUAL

<https://webpoint.usavolleyball.org>

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## **IMPORTANT NOTES**

### **MEMBERSHIPS**

Because the USAV on-line registration system (Webpoint) allows the electronic acceptance of the USAV Waiver & Release of Liability, USAV Participant Code of Conduct, Use Agreement, and Junior Club Personnel Code of Ethics during the electronic membership registration process, as well as the option for a member to electronically submit the Background Screening Application, it is required that individuals register themselves in the system or submit signed paperwork to the Region (as Region policy may allow).

### **CLUB CODES**

Club Codes are defined by the Region, unique within each Region, and formatted using five alphanumeric characters. No special characters should be used (e.g., comma, period, dash, slash, underscore, ampersand, apostrophe, number sign, dollar sign). It is important that the correct Club Code is used throughout the season and within all membership and event registration systems.

## **CLUB ADMIN ACCESS LEVEL DEFINED**

### **CLUB ADMIN ACCESS:**

Before an individual can be granted access to a club, his/her record must reflect a current membership, a current background screening, and must be affiliated with the correct Club.

Each season the following will take place:

- Club Admin assignment removed for all lapsed members as of 11/1
- Club Admin assignment removed for all non club-member club admins as of 11/1
- Club Admins who (1) have renewed, (2) had Club Admin access in the prior season, and (3) are affiliated with the same Club as the previous season remain actively assigned as Club Admins (unless otherwise specified by a Region Office).

# CLUB ADMINISTRATION

The **Club Administration** → **My Club** area of the menu includes the following options:

- Club Profile
- Club Members
- Member Cards
- Club Registrations
- Club Teams
- Team Rosters
- Team Assignment
- Coaches/Officials Search
- Member Search

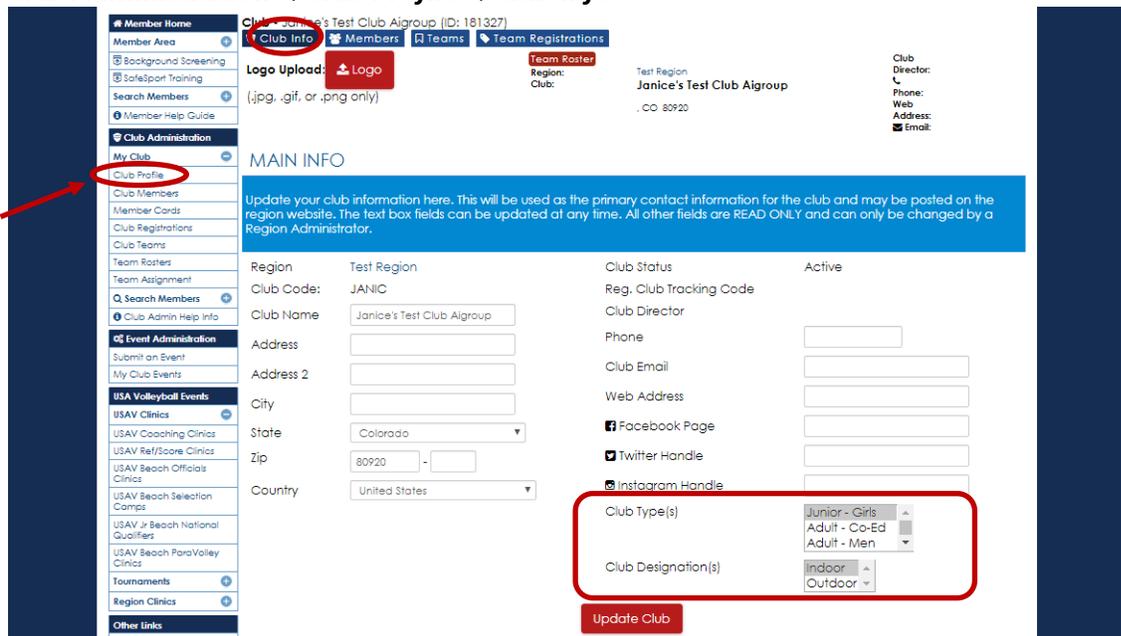


## CLUB PROFILE

The club is originally set up by the Region Administrator. Once created, Club Admins can update limited information.

### MAIN INFO

**Club Administration** → **Club Profile** → **Club Info**



## CLUB TYPE(S) and CLUB DESIGNATION(S)

- **Club Type(s):** may be selected from the drop-down list to indicate the types of teams included within the club (Adult – Women, Adult –Men, Adult – Co-ed, Junior – Girls, Junior – Boys, Junior – Co-ed).
- **Club Designation(s):** may be selected from the drop-down list to indicate if the club hosts Indoor teams, Outdoor teams, or both.

To select multiple items, be sure to hold down the control key (**Ctrl**) while clicking with the mouse.

- Click **“Update Club”** to save changes.

## MEMBERS

### Club Administration → Club Members

**Club - Rostering Rebels (ID: 222135)**

Logo Upload: none - (.jpg, .gif, or .png only)

Region: Test Region  
Club: Rostering Rebels  
4065 Sinton Road  
Colorado Springs, CO 80907

Club Director: Joe Roster  
Phone:  
Web:  
Address:  
Email:

**Current Club Members , (7)**

All Member Groups | Adult Memberships | Junior Memberships

Membership Status: Current

View information about your club members. Only Current club members may be added to a team roster. By clicking on the member's name you can view personal information in the member's record. The export buttons can be used to export standard member information to either a Text or Excel file. The group email button can be used to send a mass email to those members listed here.

Member ID	Name	Membership	Birth Date	Email/Phone
3076891	Dobby Aestest 4065 Sinton Rd Colorado Springs, CO 80920	TEST REGION - Adult Membership Current 6/13/2019-10/31/2019	6/25/1980	Mobile: 111-111-1111
3077525	Sirius Aestest 4065 Sinton Rd. Colorado Springs, CO 80907	TEST REGION - Adult Membership Current 8/14/2019-10/31/2019	7/8/1965	Mobile: 111-111-1111
3250765	Ref Aigroup 1111 1st Street Littleton, CO 80128	Test Region - Other Adult Current 3/8/2019-10/31/2019	1/4/1980	Mobile: 555-555-5555
3227951	Adult Playartest 4065 Sinton Rd Suite 200 Colorado Springs, CO 80907	TEST REGION - Adult Membership Current 12/17/2018-10/31/2019	1/1/1980	Mobile: 111-111-1111

- **Members tab:** shows all members of the club. Click on a member’s name to open that member’s record. The list defaults to display Current members and may be filtered by any membership status.
  - Additional sub-tabs display by Adult or Junior membership category.
  - Export and email buttons are available on the top right.
- \*\*The same information is found in the **My Club → Club Profile → Club Members** menu option.

**Note:** Only members with a membership status of “current” may be assigned to teams. Contact your Region Office with questions regarding an “unpaid” membership status. A “pending” status will change to “current” upon the membership start date.

## MEMBER CARDS

**Member Card Search Interface**

Club: Rostering Rebels **Team:** -Select One-

You may also select a team name from Team List to see cards for just that team.

MEMBER CARDS - ROSTERING REBELS (7 CURRENT MEMBERS)

**Test Region Membership Card 2019 Season**

**Front -**

USA Volleyball logo, Barcode: 5301728

**Back -**

USA Volleyball logo

**Member Information:**  
 Name: Dobby Aestest  
 Member #: TEST3076891FR19 LOP: AA  
 Member Dates: 6/13/2019 - 10/31/2019  
 Club Name: Rostering Rebels  
 Commissioner: Test Region Admin

- Use the **CLUB ADMINISTRATION → My Club → Member Cards** menu option to print **Membership Cards** for a team within the club or for the entire club membership.
  - If there are 100 or fewer club members, the initial display shows all membership cards, and a selection can be made to view cards for a single team.
  - If there more than 100 club members, a selection must be made to view all membership cards or view cards for a single team.

**\*\*All cards being printed will print three per page\*\***

**\*\*It is recommended to have the members print their own cards\*\***

## TEAMS

**Club Administration → Club Profile → Teams**

Club - Rostering Rebels (ID: 222135)

Logo Upload:  (.jpg, .gif, or .png only)

Team Roster  
 Region: Test Region  
 Club: Rostering Rebels  
 4065 Sinton Road  
 Colorado Springs, CO 80907

Club Director: Joe Roster  
 Phone:  
 Web:  
 Address:  
 Email:

**NEW TEAM**

View or administer teams within a club here, depending on the rules of your Region. Use the 'New Team' button to build a new team in this club. The 'New Team' button will only appear for those regions who allow Club Administrators to create new teams within their club. Once a team is created, only contact information can be edited. To request changes please contact your Region directly.

Team Name	Team Code	Team Rep	Active	Team Fee Pd.
14Beta X	MJ3RRVBC2TEST	Joe Roster	Yes	Yes
15Jessica	FJ5RRVBC1TEST	Joe Roster	Yes	No

- The **Club Profile** → **Teams** tab displays the Active teams at the top of the list and the Inactive teams at the bottom of the list.
- **“New Teams”** button: is used to add a new team. (if available per Region policy)  
 \*\*The same information is found in the **My Club** → **Club Teams** menu option.

## ADDING A NEW TEAM

\*\*This function is not available in all Regions - availability is determined by the Region\*\*

- Click on **“New Team”** button.

**Add a new Team**

Club ID/Code: 222135 /  
 Team Code: RRVBC

\* Team Name:

\* Team Type:

\* Gender:

\* Level of Play:

\* Team Rep:

Email:

Division:

\* Team Rank: - Please select a Team Level and Gender -

Team Fee Paid

MY TEAM FIELD:

- Complete the information and click **“Add Team”**. The **Team Code** will populate automatically.

## EDITING AN EXISTING TEAM

\*\*This function is not available in all Regions - availability is determined by the Region\*\*

**Club - Rostering Rebels (ID: 222135)**

Logo Upload:  (.jpg, .gif, or .png only)

Team Roster

Region: Test Region  
 Club: Rostering Rebels  
 4065 Sinton Road  
 Colorado Springs, CO 80907

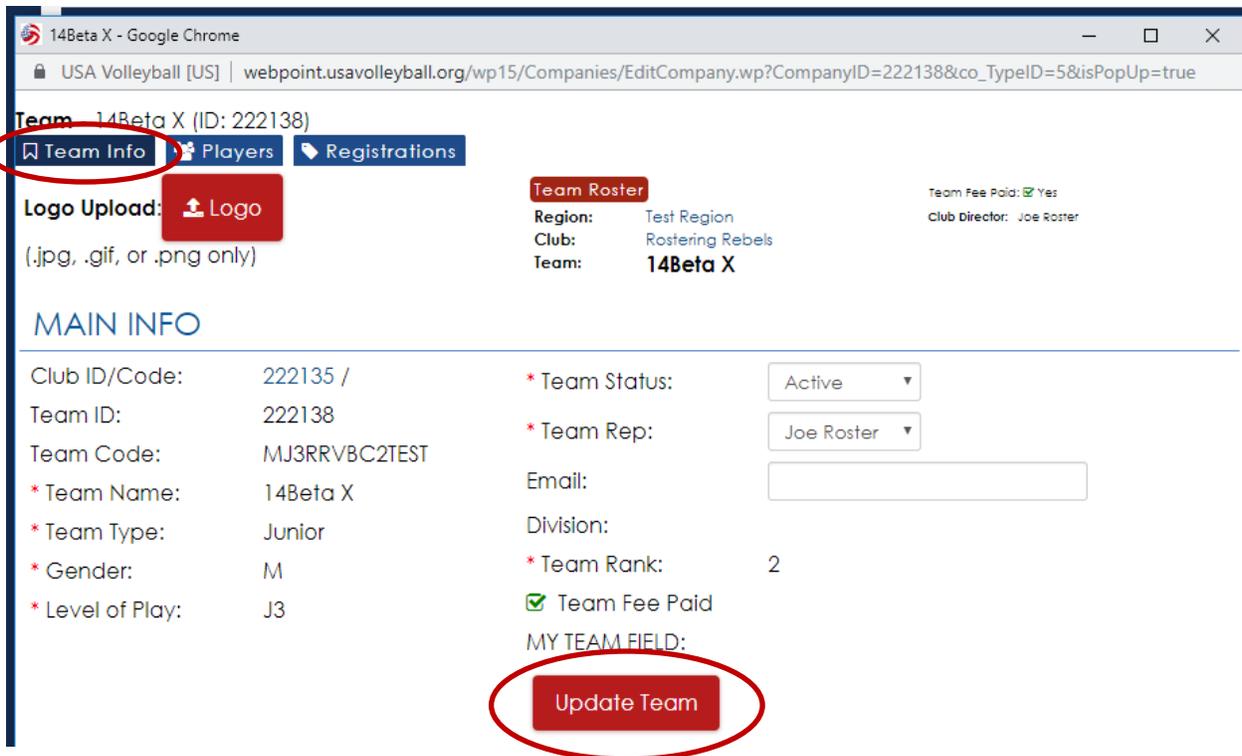
Club Director: Joe Roster  
 Phone:  
 Web:  
 Address:  
 Email:

**TEAMS**

View or administer teams within a club here, depending on the rules of your Region. Use the 'New Team' button to build a new team in this club. The 'New Team' button will only appear for those regions who allow Club Administrators to create new teams within their club. Once a team is created, only contact information can be edited. To request changes please contact your Region directly.

Team Name	Team Code	Team Rep	Active	Team Fee Pd.
14Beta X	MJ3RRVBC2TEST	Joe Roster	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes
15Jessica	FJ5RRVBC1TEST	Joe Roster	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

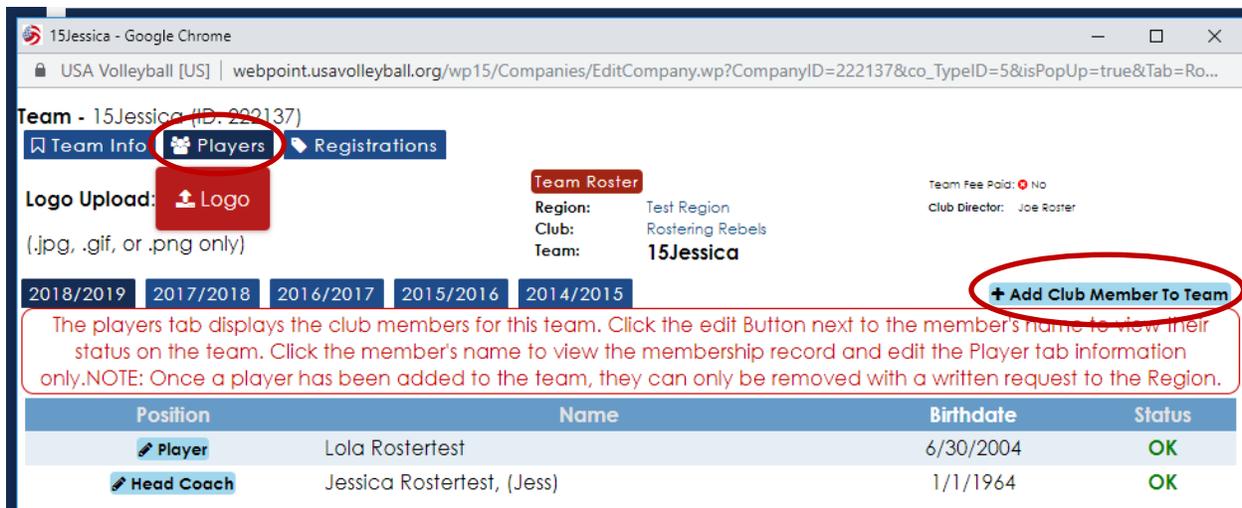
- Click on a **Team Name** to open the record for that team.



Once a new team is created, only the **Team Status**, **Team Rep**, and **Email** may be changed on the Club Admin level. All other changes must be made through the Region Administrator.

Click the “**Update Team**” button at the bottom of the screen to save changes.

### ADD A ROSTER ASSIGNMENT



Use the pop-up box to add club members to a team. Use the drop-down menus to select the club member and position. Click “**Add Team Member**” to complete the process.

## DELETE/REASSIGN A ROSTER/EDIT A PLAYER NUMBER

Team - 15Jessica (ID: 222137)

Team Roster

Region: Test Region  
Club: Rostering Rebels  
Team: 15Jessica

Team Fee Paid: No  
Club Director: Joe Roster

2018/2019 2017/2018 2016/2017 2015/2016 2014/2015 + Add Club Member To Team

The players tab displays the club members for this team. Click the edit Button next to the member's name to view their status on the team. Click the member's name to view the membership record and edit the Player tab information only. NOTE: Once a player has been added to the team, they can only be removed with a written request to the Region.

Position	Name	Birthdate	Status
Player	Lola Rostertest	6/30/2004	OK
Head Coach	Jessica Rostertest, (Jess)	1/1/1964	OK

- Go the **Player Tab** on the team
- Click the role next to the name of the player
- Click **“Update Team Member”** to save edits

## TEAM ROSTERS/ENTRY FORMS

### TEAM ROSTERS SEARCH

**My Club → Team Rosters → Team Rosters Search**

The **Team Roster** Search is used to print various forms of Rosters (Jr., Adult, Tournament Entry Form).

1. Selections can be made specifically by team or using a grouping method or query.
2. Select the Roster Form you would like to view.
3. Click **“Search Rosters”** button

Member Home

Member Area

Background Screening

SafeSport Training

Search Members

Member Help Guide

Club Administration

My Club

Club Profile

Club Members

Member Cards

Club Registrations

Club Teams

**Team Rosters**

Team Assignment

Search Members

## Search Rosters

Basic Search **Team Rosters**

Division: -Select One-

Teams: Select options

Type: Select options

Gender: Select options

Level of Play: Select options

Team CT Code:

Roster Form: Select One

**Search Rosters**

## BASIC SEARCH

**Club Administration → Team Rosters → Basic Search**

**Basic Search:** used to search for individuals based on roster assignment(s).

**Search Rosters**

**Basic Search** | Team Rosters

**Club:** Rostering Rebels

**Waivered Player:** All

**Roster Status:** Select One

**PA Screening:** Any

**Season:** 2018/2019

**Team Gender:** Select One

**Teams:** Select options

**Team Type:** -Select One-

**Position:** Select options

**Team Level of Play:** -Select One-

**Has Valid Safesport:** Any

**Team CT Code:**

**Has Valid BG Screen:** Any

**Report Type:** List

**Report Template:** List Roster

**Display Rows:** 20

**Group By:** Select One

**Summary Only:**

**Order By 1:** Select One

**Order By 2:** Select One

**Search Rosters**

- Click on a member's name to open that member's record.
- The export buttons can be used to export to either a text or Excel file.
- Export and email buttons are available on the top right.

**Rosters, (2)**

Export buttons: [Text] [Excel] [Email]

Position	Team	Contact	Event	Phone	Email
Head Coach	15Jessica	Jessica Rostertest			janice@usav.org
Player	15Jessica	Lola Rostertest			tammy@usav.org

Powered by **Webpoint**

# TEAM ASSIGNMENT

\*\*Team Assignment is not available in all Regions - availability is determined by the Region\*\*

## TEAM ASSIGNMENT

**Club Administration → Team Assignment**

**Assign Members to Teams (6)**

Gender: --

The following are members needing Team assignment., (2018/2019)

Below is a list of unassigned members in your Club. Use the check boxes to the left of the Member ID to select members to be assigned to a Team. Select the appropriate Team and Position for each member. Enter a jersey number for each player USING A LEADING ZERO for single digit numbers to allow for proper sorting on the final Roster. Click the Assign Teams button below to process your assignments. Once an assignment has been submitted, modifications can only be made by a Region Administrator.

Team Club: Rostering Rebels Add Team

All	Member ID	Name	Player Level	Team	Position	Jersey #
<input type="checkbox"/>	TEST3076891FR19	Dobby Aestest 4065 Sinton Rd Colorado Springs, CO 80920	AA	-Select One-	Player	
<input type="checkbox"/>	TEST3077525MR19	Sirius Aestest 4065 Sinton Rd. Colorado Springs, CO 80907	UA	-Select One-	Player	
<input type="checkbox"/>	TR3250765FOA19	Ref Aigroup 1111 1st Street Littleton, CO 80128		-Select One-	Player	
<input type="checkbox"/>	TEST3227951FR19	Adult Playertest 4065 Sinton Rd Colorado Springs, CO 80907		-Select One-	Player	
<input type="checkbox"/>	TEST3142885FJ19	Sally Rostertest 1111 Park Lane Denver, CO 80123	J5	-Select One-	Player	
<input type="checkbox"/>	TEST3038603MOA19	Bruce Testaccunt 4065 Sinton Rd. Colorado Springs, CO 80907	UA	-Select One-	Player	

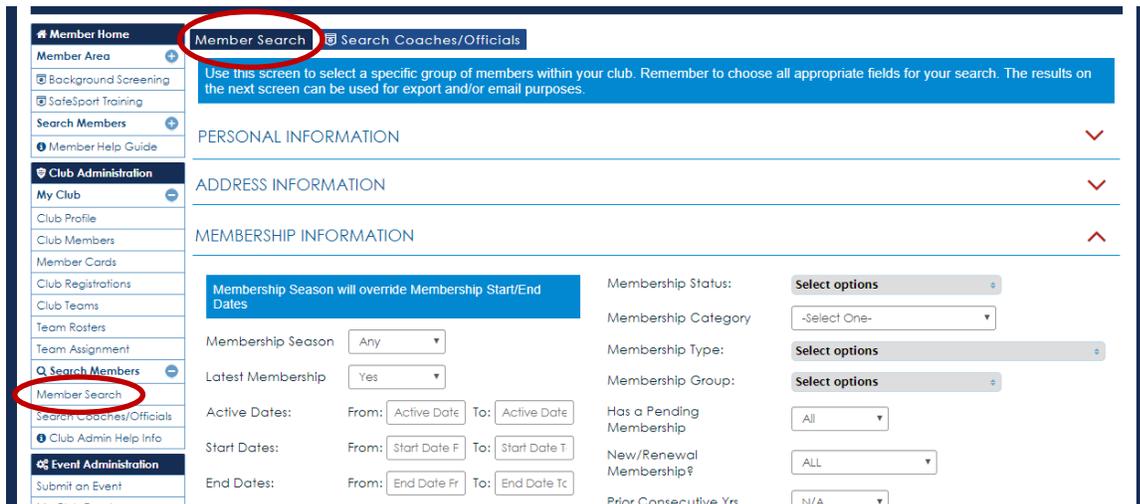
**Assign Teams**

Use the **Team Assignment** screen to select the players and staff you wish to assign to the multiple teams in your club at the same time.

- Check the box to the left of the member’s name,
- Select the **Team** from the drop-down list
- Select **Position** from the drop-down list (this fields defaults to Player)
- Add a Jersey #
- Once all selections are made, click **“Assign Teams”**

# MEMBER SEARCH

**CLUB ADMINISTRATION → SEARCH CONTACTS → MEMBER SEARCH**



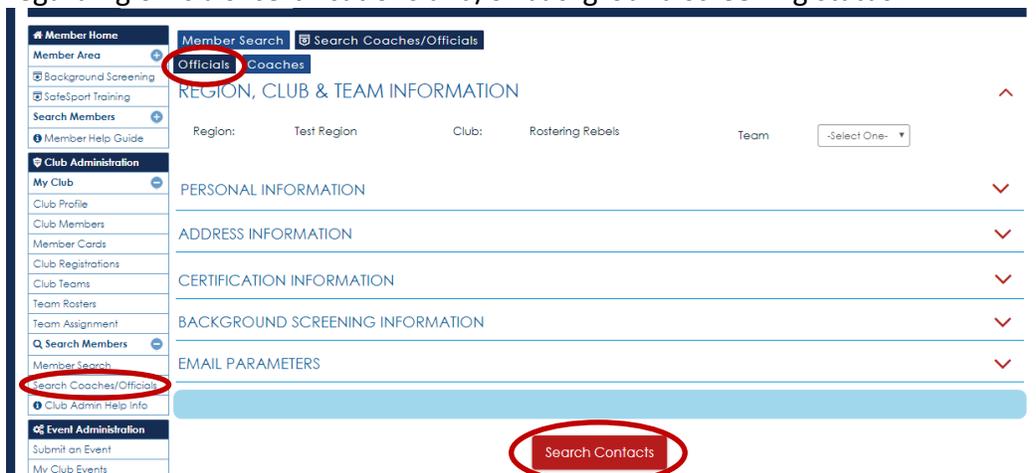
- **Member Search:** is used to select a member or group of members within the club. Choose all appropriate fields for the search.
- Click on a member's name to open that member's record.
- The export buttons are found on the top right. They can be used to export either a text or Excel file for the members on the list.
- The group email button (upper right corner) can be used to send a mass email (BCC) to the members on the list. If the same email is used for multiple records, an email will be sent for each record.

# COACHES/OFFICIALS SEARCH

## OFFICIALS

**Club Administration → Search Contacts → Coaches/Officials Search → Officials Tab**

**Officials Search:** is used to select a specific member or group of members within the club, regarding officials' certifications and/or background screening status.

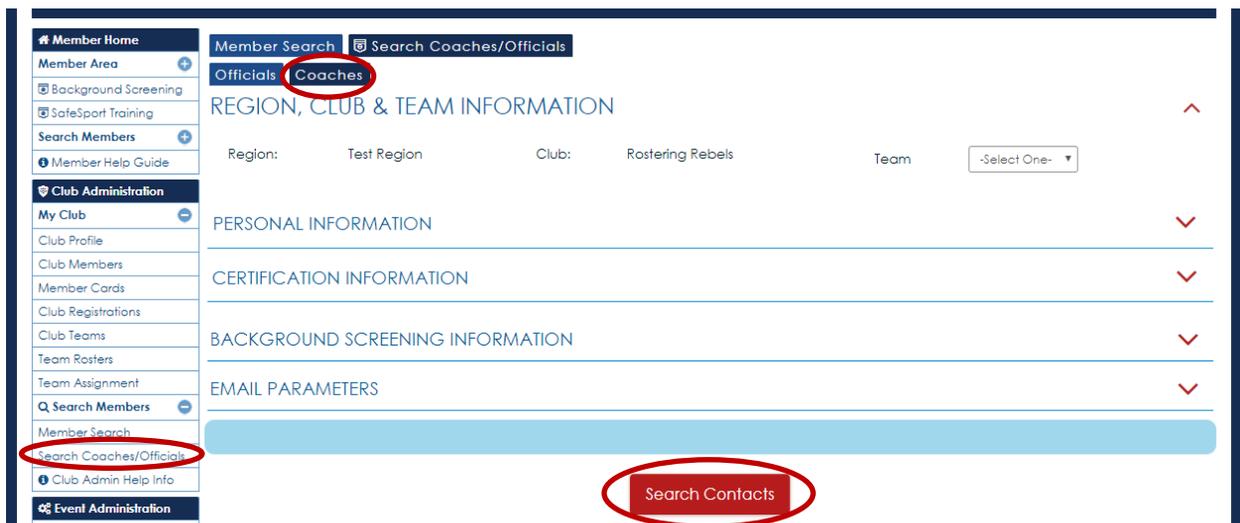


- Click on a member's name to open that member's record.
- Export and email buttons are available on the top right.

## COACHES

**Club administration → Search Contacts → Coaches/Officials Search → Coaches Tab**

**Coaches Search:** is used to select a specific member or group of members within the club, regarding coaching certifications and/or background screening status. Choose all appropriate fields for the search.



- Click on a member's name to open that member's record.
- The export buttons are found on the top right. They can be used to export either a text or Excel file for the members on the list.
- Export and email buttons are available on the top right.

## VIEWING A MEMBER'S RECORD

Club Admins may view limited areas of the record for members of the club.

### MEMBER PROFILE

**Sally Rostertest - (Member ID: 3142885)**

**Member Profile** | Memberships | Team Rosters | Events | Coaching/Officiating

Name: Sally Rostertest  
Address: 1111 Park Lane, Denver, CO 80123  
Email: tammy@usav.org  
Cell Phone: 111-111-1111

Member ID: TEST3142885FJ19 - Junior Membership  
Member Status: Current (Exp. 10/31/2019)  
Member Region: Test Region (Assigned Region: Test Region)  
Club: Rostering Rebels  
Birth Date: 10/1/2003 Age: 14 (As of 9/1/2018)  
Gender: F  
Level Of Play: J5

**CURRENT CERTIFICATIONS/BG SCREENING**

Level/Type	Status	Exp Date
Junior Referee	Current	10/31/2019
SafeSport	Current	10/31/2019

**Member Profile** | Athlete Info | Apparel Sizes | Parent Info

Name: Sally Rostertest  
Preferred Name (if different than legal name)  
Maiden Name  
Former Name

**Region/Club selection**

Assigned Region: Test Region  
Membership Region: Test Region  
Club: Rostering Rebels

- **Member Profile:** displays the basic contact information for the member
- **Athlete Info:** General Info, Educational Information, and Role Information
- **Apparel Sizes:** Sizes of Clothing
- **Parent Information:** Parent/Guardian contact information

### MEMBERSHIPS TAB

**Memberships tab:** displays the Membership History information for the member

**Sally Rostertest - (Member ID: 3142885)**

**Member Profile** | **Memberships** | Team Rosters | Events | Coaching/Officiating

Name: Sally Rostertest  
Address: 1111 Park Lane, Denver, CO 80123  
Email: tammy@usav.org  
Cell Phone: 111-111-1111

Member ID: TEST3142885FJ19 - Junior Membership  
Member Status: Current (Exp. 10/31/2019)  
Member Region: Test Region (Assigned Region: Test Region)  
Club: Rostering Rebels  
Birth Date: 10/1/2003 Age: 14 (As of 9/1/2018)  
Gender: F  
Level Of Play: J5

**CURRENT CERTIFICATIONS/BG SCREENING**

Level/Type	Status	Exp Date
Junior Referee	Current	10/31/2019
SafeSport	Current	10/31/2019

**MEMBERSHIP HISTORY**

	Membership Type	Membership Dates	Region	Club	Status
TEST3142885FJ19	Junior Membership	10/4/2018 - 10/31/2019	Test Region	Rostering Rebels	Current

## TEAM ROSTERS TAB

**Team Rosters tab:** displays the roster assignments for the member.

**Sally Rostertest - (Member ID: 3142885)**

Member Profile | Memberships | **Team Rosters** | Events | Coaching/Officiating

Name: Sally Rostertest | Member ID: TEST3142885FJ19 - Junior Membership  
 Address: 1111 Park Lane, Denver, CO 80123 | Member Status: Current (Exp. 10/31/2019)  
 Email: tammy@usav.org | Member Region: Test Region (Assigned Region: Test Region)  
 Cell Phone: 111-111-1111 | Club: Rostering Rebels  
 Birth Date: 10/1/2003 Age: 14 (As of 9/1/2018)  
 Gender: F  
 Level Of Play: J5

**CURRENT CERTIFICATIONS/BG SCREENING**

Level/Type	Status	Exp Date
Junior Referee	Current	10/31/2019
SafeSport	Current	10/31/2019

Season	Team	Position	Status
<b>Team Roster</b> 2018/2019	15Jessica	Player	OK

## COACHING/OFFICIATING TAB

**Coaching/Officiating tab:** displays any clinic registrations for the member

- Information regarding
  - Background Screening
  - Official Info
  - Coach Info
  - CAP Info
  - PA Screening

**Dobby Aestest - (Member ID: 3076891)**

Member Profile | Memberships | Team Rosters | Events | **Coaching/Officiating**

Name: Dobby Aestest | Member ID: TEST3076891FR19 - Adult Membership  
 Address: 4065 Sinton Rd, Colorado Springs, CO 80920 | Member Status: Current (Exp. 10/31/2019)  
 Email: tammy@usav.org | Member Region: Test Region (Assigned Region: Test Region)  
 Cell Phone: 111-111-1111 | Club: Rostering Rebels  
 Birth Date: 6/25/1980 Age: 39 (As of 12/31/2019)  
 Gender: F  
 Level Of Play: AA

**Coach Info** | Official Info | Background Screening | PA Screening

Title: \*CAP Code Of Ethics  
 Primary Coaching Affiliation: Coach Status:  
 Secondary Coaching Affiliation: Involved with Region High Performance?  
 Program Discipline: Total Years of Coaching Experience  
 Gender Coached:

**COACH CERTIFICATIONS**

Certification	Test Score	Date Certified	Exp. Date	Regional Continuing Education Tracking Date	Status
IMPACT					In Progress